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Frequently Asked Questions

For more details on these issues and other information visit the Employee Portal: http://mylacounty.gov or ask your personnel or payroll manager.

What is Changing?

Beginning with the April 30, 2012 payday, eHR will replace the Countywide Timekeeping and Payroll, Personnel System (CWTAPPS). A new Employee Self-Service (ESS) application will be available to provide you the capability to manage and control your own personal information.

What Do I Need to Know?

The new home page of the ESS has three primary sections, My Information, My Updates and Announcements where you can review or update your personnel information with just one click.

MY INFORMATION provides you with access to your work information in "view only" mode. For example, you can see detailed leave balances or your job history and current assignment.

My Information
Employee Job
Pre-April 2012 Timesheets
Garnishment(s)
Tax Levies
License(s)
Leave Balances
Leave Activity By Date
Monthly Leave Accrual/Usage

My Updates
My Time
Leave Request
Elective Annual Leave Request
Update Name
Change Address
Update Emergency Contact
Update W4 / View DE4
Print Duplicate W2
Printable Forms

MY UPDATES provides you the ability to make changes or updates online, such as changing your name, your address or updating your emergency contact information.

ANNOUNCEMENTS provides online bulletin(s) of county-wide announcements, such as key activities and dates.

Announcements
ANNOUNCEMENT TEST
more...

Your personal information is password - protected restricting access to only you and authorized Human Resources professionals. Protect the security of your confidential information by not sharing your password!

New ESS Home Page

Issue 12 – Part 1 focuses on the **My Information** section of the ESS Home Page. This section allows you to view your key personnel information. Examples of each informational area are described on the next page. A separate flyer will be issued providing information regarding the **My Updates** section.

For more information on the new eHR System, please visit the LA County Employee Portal at: **http://mylacounty.gov**

Below is a brief explanation of each information area. For a more detailed explanation and larger screen shots go to the Frequently Asked Questions.

Jobs

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To	Pay Class	Payroll Number
✓	SR CSH SYS ANAL	MTHLY PERMANENT	ACTIVE	Aud-Contrlr	CW Payroll	H CLAUDE HUDSON	04/01/2009	12/31/9999	SEMI MONTHLY EX	SEMI MNTHLY ACT

Employee ID : 204825
Appt ID :
Name : DOE, JANE
Social Security Number : ▮-5123
Appointment Date : 06/14/1982
Title : SR CSH SYS ANAL
Sub-Title : MTHLY PERMANENT
Emp Status : ACTIVE

From : 04/01/2009
To : 12/31/9999
Home Dept : Aud-Contrlr
Home Unit : CW Payroll
Pay Location : PAY LOCATION
Location : H CLAUDE HUDSON
Pay Class : SEMI MONTHLY EX
Payroll Number : SEMI MNTHLY ACT

(Employee Name Change)

Employee Job - Displays your current assignment(s), as well as your job history since April 1, 2010.

Pre-April 2012 Timesheets (not shown) Displays your prior pay period timesheets submitted electronically (TIMEI). Options to save or print these historical timesheets are available.

Garnishment(s) & Tax Levies (not shown) Displays your payments and payment history, if applicable.

License(s) – Displays the employee's current driver's license, Employment Eligibility Verification (I-9) information and mileage and parking reimbursement certification, if applicable.

Licenses

License Type	Issue Country	Issue State	License/Certificate Number	From	To	Expiration Flag
01-00	US		EXAMPLE	11/01/2010	12/01/2010	EXPIRED
✓ PARKING CERT	US	CA	C1234569	11/01/2011	12/31/9999	
DLC	US	CA	C1234567	11/01/2011	12/31/9999	
MILEAGE CERT	US	CA	C1234568	11/01/2011	12/31/9999	

▼ License and Certification Details

License Type : PARKING CERT
Issue Country : US
Issue State : CA
License/Certificate Number : C1234569

From : 11/01/2011
To : 12/31/9999
Comments :

Leave Balances

Category Code	Category	Balance	Amount Basis	Balance Type	Leave Year End Month
011	SICK 100%	17:24	Hour	Inception to Date	
021	VACATION	17:24	Hour	Inception to Date	
LV021	VACATION	23:51	Hour	Inception to Date	

Selection Month : November
Selection Year : 2011
Category Code : 011
Category : SICK 100%

Balance : 17:24
Amount Basis : Hour
Balance Type : Inception to Date
Leave Year End Month :

Leave Balances – Displays your up-to-date leave balances based on time earned or used.

Leave balances are displayed in hours and minutes, and are updated automatically when the timesheet is approved online.

Leave Activity by Date (not shown) Displays detailed information of any leave you have earned or used on a specific day. You can also see what you entered versus what the application allowed.

Monthly Leave Accrual/Usage Displays information that allows you to compare your Leave Accrued (earned) and your Leave Used by year and month.

Monthly Leave Accrual/Usage

Selection Year	Category Code	Category	Balance	Amount Basis	Balance Type	Leave Year End Month
✓ 2011	011	SICK 100%	17:24	Hour	Inception to Date	
2011	021	VACATION	17:24	Hour	Inception to Date	
2011	LV021	VACATION	23:51	Hour	Inception to Date	

Leave Year	Month	Accrual Amount	Usage Amount
✓ 2011	December	00:00	00:00
2011	November	00:00	00:00
2011	October	00:00	00:00
2011	September	00:00	00:00
2011	August	00:00	00:00
2011	July	00:00	00:00
2011	June	00:00	00:00
2011	May	00:00	00:00
2011	April	4:21	00:00
2011	March	4:21	00:00

(First) (Prev) (Next) (Last)

Issue 12 - Part 2, a separate flyer, focuses on the **My Updates** section of the ESS Home Page.